Promote Classified Employee to an Unclassified Position

The steps below describe how to move an employee from a classified position to an unclassified position with an increase in pay.
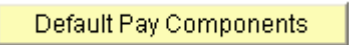
How To: Promote a Classified full-time benefits eligible employee to a Unclassified full-time benefits eligible position.

STEP 1:	Select the menu items in the following order: **Workforce Administration > Job Information > Job Data**
Expected Results:	Job Data search page displays.

STEP 2:	Enter the **Employee ID** in EmplID field. Click [Search]
Expected Results:	Work Location page displays.

STEP 3:	Click ⊞ to add a row.
Expected Results:	A new Job Data row is added with the current date in the Effective Date field.

STEP 4	Change the **Effective Date** to the date of the Promotion.
Expected Results:	The field updates after tabbing out or clicking on another field.

STEP 5:	Select **Promotion** from the drop down list in the Action field.
Expected Results:	Promotion displays in the Action field and the Reason field becomes blank.

STEP 6:	Select **Unclassified Promotion** from the drop down list next to the Reason field.
Expected Results:	Reason displays

STEP 7:	Enter the new **Position Number** and tab out. Verify defaulted position information is correct.
Expected Results:	Data corresponding to the position number defaults into page.

STEP 8:	Click on **Job Information page** and verify defaulted information is correct.
Expected Results:	Data corresponding to the position number defaults into page.

STEP 9:	Click on **Payroll page** and verify defaulted information is correct.
Expected Results:	Data corresponding to the position number or prior data row defaults into page.

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STEP 10:	Click on **Salary Plan page** and verify defaulted information is correct.
Expected Results:	The Step Entry Date field displays the effective date.

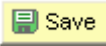| STEP 11:	Click on **Compensation page**. Click [Default Pay Components] to blank out the Rate Code and Comp Rate fields. Enter NAHRLY as the Rate Code. Enter the **hourly rate** in the Comp Rate field. Click [Calculate Compensation] to update the Pay Rates (such as Biweekly and Annual).
Expected Results:	Data corresponding to the position number and updated pay rates display.

STEP 12:	Click on **Kansas Information** page. Verify defaulted information is correct. Change as appropriate.
Expected Results:	Data corresponding to the position number defaults into page.

STEP 13:	Click on the Benefits Program Participation link. Enter the **Annual Benefits Base Rate** amount.
Expected Results:	Correct Annual Benefits Base Rate displays.

STEP 14:	Click [Save]
Expected Results:	